

[2] CONTINUATION: June 3, 2015 Burlington City Council Meeting

arrives on a frame building fire, they have enough time to get it out and there is still something of the superstructure left. We've been in business since 1951 and we do good buildings. If you want a building say 50 1/5' x 75 2/3', that's the way you get it. It's sort of like Burger King, you can have it your way. Our buildings are rated at 90 mile an hour wind and we put 40 year metal on them." He commented he'd talked less than five minutes and thanked Council for their time.

APPOINTMENT: Denise Christy, Give-A-Dog-A-Home 2.5K - Request to use Kelley Park area (6/13/2015)

Denise Christy addressed Council, "I am here to talk about Give-A-Dog-A-Home. We are doing a 2.5K on Saturday, June 13th. Usually, we go out to Redmond Dam and use the paths out there, but unfortunately they're under water right now. We are asking to be allowed to use an area in Kelley Park as our starting point, then we will go out to Drake Park and come back. We will start at 8 o'clock in the morning and it won't take long." Mayor Luke asked if there is anything going on at Kelley Park on the 13th. Superintendent Boyce said that there is ATV Training, but it will be around the stadium area, and he did not have any problems with the 2.5 K.

Council Member Curtiss stated, "I move to allow the Give-A-Dog-A-Home Run at Kelley Park on June 13, 2015." Council Member Lenard, "Second." Mayor Luke called for discussion. Superintendent Mast asked they need any road closures or anything like that. Ms. Christy said, "No." **Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried.**

PUBLIC COMMENTS: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Electric personnel have been doing daily work orders, customer service requests, and line locates. They have been doing some tree trimming.

Lightning Strike - Network Problems: Superintendent Schneider reported, "Last Thursday morning, we had damage at my office from a lightning strike. It damaged the firewall and the cable modem. We had to revert to the old way of doing business - pick up work orders at City Hall so the ladies here could do their job; so we learned how we really appreciate the new network."

Street Lights: Crews have been fixing street lights. During construction of the swimming pool at Katy Park, the Electric Department removed one of the Victorian lights at the contractor's request so they could get their big dump trucks in and out. They are done, so the light was re-installed.

KDOT Highway 75 Project - 4th & Cross Street Traffic Light Sensors: [On May 16, 2012, Superintendent Schneider explained traffic sensors that affect the stoplight changing are located in the pavement to sense when a vehicle pulls up. When KDOT shut down Cross Street from Highway 75 to Hoovers' intersection, the sensors were moved from in the street to a pole. The eastbound Cross Street and northbound Highway 75 traffic is handled by these sensors. It was thought that in the near future we would have a dish sensor on the southeast corner for southbound and westbound traffic, cabling to go from the sensor on the northwest corner would already be there.]

Superintendent Schneider reported, "With the Highway project that will be going on at 4th and Cross, we finished the intersection we started a couple of years ago and put some radar technology attached at two of the intersections; well, they will be milling out when they redo that project, so we put another detector up to catch the other two intersections. It will be a big benefit because when snow and ice packs in the wintertime those sensors in the street always trigger. We did complete that, so they can move through with their project."

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Production personnel have been doing required daily and monthly reports and normal power plant maintenance; and are still doing generator maintenance.

Budget 2016: Superintendent Schneider reported, "I've also been working with Production and Distribution on finding work for 2016 and preparing for the 2016 Budget."

WATER DEPARTMENT: Distribution Update

Waterline Replacement Project: Superintendent Hawkins reported, "We have been getting ready for the Waterline Replacement Project from 4th and Niagara to 10th and Niagara. We have passed out flyers and the notice is also on the city's webpage and Facebook. Riley Boring Company will be here Friday afternoon and will be ready to start on Monday morning, June 8. We have all the line locates done and are ready to go."

Tilt Bed Trailer (new): The new tilt bed trailer was received from Dieker Trailer Sales & Services the other day, and is loaded up with new waterline for the Water Line Replacement Project.

Pump Station Maintenance and Backup Generator: Superintendent Hawkins stated, "With all the rain we've been getting lately, we cleaned out our pumpstations. We also pulled out our (backup) generator, and to just keep it going, we have been taking it from pumpstation to pumpstation to keep it ready in case we do have a disaster. It helps run the fuel out and then we'll fill it with fresh fuel."

Sewerline Cleaning: Superintendent Hawkins reported, "Personnel have been cleaning a few sewer lines. There have been a few issues around town, nothing major."

Clearing Storm debris off sewer lines in Rock Creek: Superintendent Hawkins stated, "We've also been trimming trees off the sewer lines in Rock Creek again. I want to thank the Electric Department for their help. There's no way we would have been able to do it without their help. We appreciate it."

Budget 2016 - Preparations: Superintendent Hawkins is getting ready for the Finance Committee meeting on the 2016 Budget.

General: Personnel have been working on line locates, work orders, reading meters, and other normal duties.

[3] CONTINUATION: June 3, 2015 Burlington City Council Meeting

WATER DEPARTMENT: Water Production Update

Anthracite Installation in Filter #2: Superintendent Hawkins said "We got all the filter media in Filter #2; but again since the State now requires a bacteriological sample, we had to run the sample directly to the lab in Topeka in order for us to have enough time to get the filter back on. That is completed on Filter #2."

Water Use Update: Superintendent Hawkins reported that with all the rain, water usage has gone down quite a bit. For the month of May, we pumped 12,888,000 gallons of water, which gives us a daily average of around 415,000 gallons a day. Usage has dropped tremendously.

Selling Un-needed Equipment (update): Water/Wastewater personnel are getting unneeded items moved to the Parks Department for selling on purplewave.com.

Flowmeter Inspections: Katie Tietsort, with the Water District (Kansas Department of Agriculture), came today. She was here over half a day going through inspections of flowmeters. Everything checked out good. Superintendent Hawkins announced, "The Water Committee will meet tonight after this meeting ends, and I will give an update on some things with water rights."

WATER/WASTEWATER - Drought Emergency Update - Watch: Superintendent Hawkins stated, "We have downsized to a Water Watch, and we're waiting to hear from the Kansas Water Office on what Governor Brownback will release for the counties."

STREET DEPARTMENT: Update

Highway 75N Construction Project (update): Superintendent Mast referred to the email he got from the State on June 2nd on a 75-16 KA-3262-01 Business meeting on traffic control for the Highway 75N Construction Project. When he forwarded the email, he had typed, 'I have been informed that KDOT and the general contractor for the 75 highway project want to have a meeting with business owners along 75 highway that will be effected during construction. The meeting will be held on Thursday at 10 a.m. at the 4- H Building. If you have any questions or concerns this would be the time to bring them up and get some answers. Please come; and if you know of someone else that you feel should be there, invite them as well.'

Superintendent Mast said, "The meeting will be to try to explain, especially to business owners, how they are going to handle traffic during the construction phase. I am guessing the meeting will last an hour or so. I tried to get ahold of everybody along the Highway, as well."

Pothole Patching Machine Delivered: The new pothole patcher ordered from Paving Maintenance Supply in February came in last week. Personnel completed building a tailgate for the pothole patching machine. Today is the first day they have used it, and it is working well.

Selling Un-needed Equipment (update): Street personnel have been preparing for the purplewave.com auction and took a lot of stuff to the Parks Department lot, which is getting full.

General: Personnel have been doing a lot of street sweeping.

Flooding: The Street Department had to put barricades up in several areas around town due to high water. After the water went down, there were issues in some areas and repairs had to be done. There was considerable flood damage in the alley at Country Club Heights; a lot of rock was washed into the road and down into the ditch. There were several other areas around town that needed repaired.

Street Sweeper - Demonstration Superintendent Mast reported that on Tuesday, Red Equipment brought a Ravo street sweeper to town. street personnel demoed it and utilized it in several spots. Council Member Curtiss asked, "How is the old street sweeper holding up - barely?" Superintendent Mast replied, "Somewhat. The reason we're doing these demos is we're trying to get prepared to try to budget a new street sweeper for next year."

"We've looked at several different machines, and we are looking at getting a different style of machine versus what we have. Basically, there are three different styles: 1) There's a mechanical machine like we have now, which is basically a broom and dust pan style. It's got a brush and an elevator that kicks all the material to the back; 2) There is a regenerative air machine that blows air down on one side and sucks it back up on the other side and re-utilizes that air the entire time; 3) Then there's the Ravo machine, which is an all air machine that doesn't do the regenerative air, which has a few benefits to that as well. We are trying to look at all these and get a better idea of what would be best to get. I think we are looking at the air machines versus the type of machine we have now. They are cheaper. The one we have, when we bought it about 13-14 years ago its cost was a quarter million dollars; and if you bought that one now, you'd probably be looking at over \$325,000. These air machines are priced closer to \$215,000 to \$225,000. We have tested several machines." Council Member Curtiss, "Okay, thank you."

POLICE DEPARTMENT: Update

General: The Police Department has been busy with calls and continuing with some training items.

Police Records Clerk: Interim Chief Morgan reported, "Our new Records Clerk, Becky Reeves, started last week and we've been working on training."

[4] CONTINUATION: June 3, 2015 Burlington City Council Meeting

Vehicle - Dodge Charger: The Police Department purchased the 2013 Dodge Charger from the Kansas Highway Patrol and picked it up on Monday. It looks like a real good value for our investment, and it is being outfitted to be put on the road.

Bike Patrol Program to Resume: Interim Chief Morgan reported, "Over the next few weeks, people should start seeing officers out patrolling on bikes again. We are going to reinitiate the Bike Patrol Program. We are waiting on a couple small pieces of equipment to arrive."

SOS Open House: Today, Interim Chief Morgan attended the SOS Open House at their new location, 419 Neosho Street. SOS is an entity that helps provide services for victims of domestic violence and other types of incidents associated with that.

Police Building - Sign: The wooden structure of the sign in front of the Police Department was installed this morning, and Burlington Construction is hoping to start the stonework this evening or tomorrow.

Next Council: Next Council, Interim Chief Morgan will have an evaluation for an employee who is off-cycle.

POLICE DEPARTMENT: Nuisance Properties

211 Neosho (Chandler): Interim Chief Morgan reported 211 Neosho Street, the old Country Critters Building, has been taken down. Most of the debris has been cleared. Skillman Construction is making progress.

Nuisance Mowing: Two properties were referred to the Parks Department for mowing, the cost of which will be assessed back to the properties. The Parks Department got them mowed. Interim Chief Morgan expects both of these properties to continue to be mowing nuisances throughout the season. Interim Chief Morgan stated, "Brandi (Officer Charlton) has visited with a half dozen individuals on grass throughout town. The majority of them have hired out their yard maintenance."

Nuisance Properties - Hearings set: Two hearings are set for the June 17, 2015 meeting of City Council to determine whether they should be condemned: 1) At 6:15 p.m.: 718 S. 5th Street, Max and Rose Hess; and 2) At 6:20 p.m.: 928 DesMoines, Darnell/Heirs.

PARKS DEPARTMENT: Update

General: Parks personnel have been doing normal duties and cleaning public restrooms and buildings. They have been mowing almost non-stop.

Flowers: Superintendent Boyce reported they replaced flowers that had not been doing well due to all the rain, and flowers are looking a lot better this week.

Finances: Superintendent Boyce has been working on the 2016 Budget in preparation of the Finance Meeting coming up.

Nuisance Mowing: Yesterday, Parks personnel mowed two nuisance lots that were referred to them by the Police Department.

FINANCE: Claims Ordinance & Payroll Ordinance

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| a. | Claims Ordinance | 2015-11 | \$ 82,406.74 |
| b. | Payroll Ordinance | 2015-12 | \$ 72,534.42 |
| | TOTAL | | \$154,941.16 |

CLAIMS 2015-11: Council Member Lenard, "I move City of Burlington pay Claims Ordinance 2015-11 in the amount of \$82,406.74 for payment of city bills." Council Member Tschantz, "Second." Mayor Luke called for discussion. City Clerk Kewley reported, "Three of the items we are paying tonight are: Dieker Trailer Sales for \$6,300; HD Supply Water Works for \$17,401.41; and Kansas Highway Patrol for \$18,000." **Hearing no further discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Claims Ordinance 2015-11 approved by vote of 6:0.**

PAYROLL 2015-12: Council Member Lenard stated, "I move City of Burlington pay Payroll Ordinance 2015-12 in the amount of \$72,534.42." Council Member Tschantz, "Second." **Hearing no discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Payroll Ordinance 2015-12 approved by a vote of 6:0.**

PLANNING & ZONING: Update

Webpage - Calendar: Zoning Clerk Hugunin reported, "I have been updating Facebook and the webpage; and I have finally figured out how to work with the calendar of events, and that is now being updated." He has also been working with permits.

Selling Un-needed Equipment (update): Zoning Clerk Hugunin reported, "I met with the purplewave.com representative on Monday when he came down. We spent the better part of the afternoon getting photos of the items to be sold. He was impressed with everything and the fact that the Department Heads got everything set up in one location - in the Parks Department lot. He is not used to that; he's used to driving all over to take pictures. That should go online Friday (June 5) and the auction will close at 10 a.m. on the 7th of July. If something doesn't sell, I think it is assumed it belongs to the Parks Department."

PLANNING & ZONING: Planning Commission - Zoning Case Z-2015-001, Re-zone 600 S. 7th Street:

Zoning Clerk Hugunin referred Council to proposed Ordinance 836, which was prepared for rezoning 600 S. 7th Street from Industrial to Residential-2, as recommended by Burlington Planning Commission.

[5] CONTINUATION: June 3, 2015 Burlington City Council Meeting

OTHER BUSINESS: New Pool/Aquatic Center

Council Member Griffith stated, "I would like to publicly thank voters of USD #244 and the Recreation Commission for our new swimming pool here in our community. It is very very nice and is being very well utilized. They had a nice crowd Sunday night and they had a nice crowd today, too. It is quite a nice addition to our city."

PERMITS: Permits issued by Zoning Clerk Hugunin

2015-022 Matt Harmon - 1005 Cumberland - Fence

ORDINANCE 836, Approve Zoning Permit Z-2015-001, Rezone 600 S. 7th Street to Residential-2

Mayor Luke called for a motion on Ordinance 836. *Council Member Lenard stated, "I move to adopt Ordinance 836, to approve Zoning Permit Z-2015-001 to re-zone 600 S. 7th Street, (Lots 1, 2 and 3, Block 093) City of Burlington, Kansas, from Industrial to Residential-2." Council Member Curtiss, "I second the motion." Mayor Luke called for discussion, and asked if everybody knows where that is.* Zoning Clerk Hugunin explained it is directly across from where the old Rainbolt Bait Shop was. **Hearing no additional discussion, Mayor Luke directed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Ordinance 836 to be adopted by a vote of 6:0.**

LEGAL DEPARTMENT: Two Water Purchase Agreements between LeRoy, RWD#2, and City of Burlington

City Attorney Robrahn stated, "I reviewed Ordinance 836, and answered various questions from the City. Other than that, it has been quiet."

LEGAL DEPARTMENT: Kelley Building, 625 S. 3rd Street - Coffey County Fair Association Lease

Coffey County Fair Association is interested in leasing the back section of the Kelley Building. *[Kelley Hall is in the front, with the address of 615 S. 3rd Street; and the back portion where the Police Department was formerly located is 625 S. 3rd Street.]*

Mayor Luke asked Attorney Robrahn if he had any comments on that. Attorney Robrahn stated, "I work with Gina (City Clerk Kewley) and Susan (Administrative Assistant Stroh). My original was eight pages, and they reigned me in a little bit (to a 1 page document); and I suppose the Fair Board would appreciate that, too."

Mayor Luke asked, "Any comments from the Fair Board, of the members that are here?" Mark Newton, Coffey County Fair Association President, stated, "There were some changes we requested that we talked to Kevin (Parks Superintendent Boyce) about." City Clerk Kewley asked, "Are you talking about the length of the lease?" Mr. Newton replied, "Yes, the termination being month to month, we're wanting something more permanent." City Clerk Kewley explained that after talking with our City Attorney, we thought we should renew the lease annually, and we would both have the option to terminate the lease by giving a 30-day written notice to the other party."

Item 9 of the Lease states: "Termination: This Agreement and the tenancy hereby granted on an annual basis and may be terminated at any time by either party hereto by giving to the other party not less than one month's prior written notice."

Attorney Robrahn explained, "Being a municipality, I felt that we could possibly run afoul of the cash-basis law if we contracted for a further time than annually; so, that is how we arrived at that." Mr. Newton, "So, it will be a one-year lease, renewable every year?" City Clerk Kewley, "Automatically." Vickie Wolford asked, "So, is that added to our annual letter (for the Kelley Park Lease)?" City Clerk Kewley, "No, because this will automatically renew."

Hearing no more questions or discussion, Mayor Luke called for a motion. Council Member Curtiss stated, "I move to approve the Lease Agreement with the Coffey County Fair Association for 625 S. 3rd Street, as presented." Council Member Lenard, "Second." Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried. Mayor Luke declared, "The lease has been approved."

CITY CLERK'S OFFICE: Update

General: City Hall Staff have been busy with customers paying utility bills. They have also been handling calls and inquiries, work orders, and preparing meeting minutes, reports, vouchers, and payroll. City Clerk Kewley stated, "We have had quite a few unique calls with customers this past week with questions on their utility bills and readings, but I think we've got everything straightened out."

Delinquent Utility Accounts - Setoff: City Clerk Kewley said, "We are sending \$153 this month to the Kansas Setoff Program for collection."

Budget for 2016: City Clerk Kewley reported, "I have been working with the Superintendents on getting ready for the 2016 budget. They have done real well on getting ready. It's been in their updates tonight, so it is on their minds and I do appreciate that. The budget will be discussed at the Finance Meeting next Thursday, June 11th, at 2 o'clock in our meeting room at 303 Neosho."

[6] CONTINUATION: June 3, 2015 Burlington City Council Meeting

Business Appreciation for New Strawn and Burlington: The Business Appreciation Picnic is Friday, June 5th at Kelley Park from 11:00 a.m. to 1:00 p.m. City Clerk Kewley encouraged the Governing Body and Superintendents to attend. If it rains, the picnic will be inside Kelley Hall, although the cooking will still be done outside.

Employee Picnic: City of Burlington's Employee Picnic is the following Monday, June 8th, also at Kelley Park from 11 a.m. to 1 p.m.. City Hall will be closed during the Employee Picnic.

REPORT BY CITY OFFICER: None

FUTURE AGENDA ITEMS:

Mayor Luke mentioned items for the next meeting.

- 1) A police officer off-cycle evaluation;
- 2) Two nuisance property hearings to determine whether they are to be condemned; and
- 3) A resignation from Forrest Rhodes from City Council, which will be effective after action is taken at the next meeting. Mayor Luke stated, "We will be sorry to see him go, but understand the situation."

He added, "By that time we would have gone through our next iteration of the 2016 Budget. I don't know of anything else that is key for that meeting, but we will need to have all those things taken care of; and Brandi will make sure the people with hearings will be fully aware of being here." Interim Chief Morgan said, "She has continued contact with both parties."

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| GENERAL City Debt – How to fund projects City Code Re-codification Service/Allied Waste Agreement Renewal Mayor’s Volunteer Program) | GAAP – Infrastructure Capitalization Actuaries – GASB-45 Financial Program Software (CIC) MT Wireless - Fiberoptics to City Buildings Prepare Budget for 2016 |
| ELECTRIC DEPARTMENT: GIS system Emissions Standards Compliance/EPA Fill Vacancies (Leadman) Lightning Strike - Network Problems | Automatic Meter Infrastructure for Electric (AMI) Natural Gas - 2nd Supplier Industrial Park Substation - DC Power Supply |
| PARKS DEPARTMENT: Fair Board’s new Building WildBlue BBQ and Taste of Fall Festival 2015 Dog Park - Planning / Fence / Etc. | RV Parking Pay Stations for Kelley Park and Drake Park Walking Trail - City Dam/Drake Park to Kelley Park Parks Department Fence |
| LEGAL DEPARTMENT: Municipal Court Natural Gas - Franchise Agreement | Property Demolition Deeds/Agreements/etc. |
| PLANNING AND ZONING Quarterly Construction Valuation Report Comprehensive Development Plan – Update by end 2015 Industrial Park Lots Disposition of Excess Property through purplewave.com Work w/PD on Nuisance Structure regulations | Grant for City Dam/Drake Park to Kelley Park Walking Trail Carport for behind City Hall Have Police Department property survey done MT Networks Fiberoptics - updates |
| POLICE DEPARTMENT Nuisance Updates Police Building - New Sign Animal Shelter - Improvements/Floor Personnel – Training Updates Bike Patrol Program (update) | Nuisance Structures Demolition - Update Unclaimed and Abandoned Property - Disposition Vehicles: Sell 2008 Crown Vic Give-A-Dog-A-Home 5K, etc. |
| STREET DEPARTMENT: Heather Street - Concrete Panels Sidewalk Replacement Repairs on City Rights-of-Way Equipment - Purchase Small Milling Machine for Sidewalks, etc. Street Sweeper in 2016 2015 Asphalt Project | Rebuild/Repair Kennedy Street and 14 th Street Pavement Management System/Asset Management System 2015 Curb & Gutter Project (Yuba between 6th & 7th) Mohawk Street Improvements between 14th & 15th) KDOT's NHwy 75 Project - Work with them |
| WATER & WASTEWATER DEPARTMENT: Rural Water District #3 - Neosho Riverbank Stabilization Southwest Sewer Project Waterline Replacement Project SCADA System Water Emergency - Watch (Update) Pump Repairs in 2016 (Clearwell/River Intake) Sewer Lagoons - Analysis by KRWA/funding for dredging Filters/Anthracite/Bacterial Testing | Valve, Meter, Vault: Water Tower Repair Water Plant Improvements–Efficiency John Redmond Reservoir – Dredging Clean Sewers Fire Hydrant Static Testing |

Mayor Luke declared the meeting adjourned.

Approved by the Governing Body and signed by Regina R. Kewley, City Clerk